

RECORDS DISPOSITION SCHEDULE 11

HOUSING GRANT RECORDS

- A. Active Programs: This schedule provides disposition instructions for Headquarters and Field records relating to the following active Housing Grant programs:

Congregate Housing Services: On a competitive basis, HUD makes direct 5-year renewable grants to eligible applicants for a meals program, 7 days a week, and other supportive services needed by eligible residents to prevent premature and unnecessary institutionalization.

Drug Elimination Grants: HUD awards grants to Federally assisted low, income housing projects for activities designed to eliminate drug-related crime.

HOPE 2 Homeownership of Multifamily Units: HUD awards grants on a competitive basis to assist eligible applicants in developing and carrying out homeownership programs for low-income families and individuals through the use of multifamily rental properties.

Housing Counseling Services: HUD awards housing counseling grants on a competitive basis to its approved agencies when the Congress appropriates funds for this purpose. The objective of the counseling is to help homebuyers, homeowners, and tenants to improve their housing conditions and meet their responsibilities.

Special Purpose Grants: In the HUD Appropriations Acts for Fiscal Years 1991, 1992, 1993, and 1995, Congress funded Special Purpose grants which were not under any normal HUD program authorizations but were designated by Congress for a specific purpose and for a specific State or local jurisdiction.

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- B. Inactive Programs: This schedule also covers records generated as a result of the following earlier Housing Grant programs which are now defunct:

Flexible Subsidy Grants: Before 1990, HUD provided assistance in the form of grants to privately owned, federally assisted multifamily housing projects to help restore or maintain their financial and physical soundness, improve their management, and maintain them for low- and moderate-income people.

In 1990, the program was converted to a loan program. This

schedule covers the grant records created before 1990. Flexible Subsidy Records from 1990 to present which are related to the Flexible Subsidy Loan program will be covered by item 13 of HUD Records Disposition Schedule 10, "Records Relating to Multifamily Insured Programs."

Housing Development Grants: On a competitive basis, HUD awarded funds to units of local government to finance the substantial rehabilitation or new construction of rental housing, cooperatives, and mutuels. The program was intended to increase the availability of rental housing in areas of severe shortage.

The program legislation expired on September 30, 1989, but project owners are still bound by covenants to keep the assisted units available for occupancy by lower-income tenants for 20 or 30 years and not to convert the units to condominiums during this period.

Nehemiah Housing Opportunity Grants: Program provided funding for down payment assistance to homebuyers of moderate income by grants to private, nonprofit organizations. Funding was provided from FY 89 through FY 91.

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Item No.	Description of Records	Disposition
1.	General Subject/Chronological Correspondence. Official record copies (Forms HUD-713 or equivalent) of outgoing correspondence, original incoming correspondence, copies of HUD issuances, notices, directives and related documents.	Temporary. Break files annually. Destroy 3 years after file break. (N1-207-86-3, item 1)
2.	Disapproved and Withdrawn Competitive Grant Applications. Headquarters and Field Office copies disapproved and withdrawn competitive grant applications for which no contract was executed, and applications received after the deadline.	Temporary. Destroy 5 years 30 days after date of grant award. (NARA Job N1-207-93-4, item 17-3a)
3.	Cancelled, Suspended or Terminated Competitive Grant Case Files. Headquarters and Field Office copies of cancelled, suspended or terminated competitive applications or grant	Temporary. Cut off and place in inactive file after final audit and settlement of account. Retire to Federal Records Center 1 year

which a contract was executed.

after cut off, or any time thereafter that volume warrants. Destroy 5 years after final audit and settlement of account. (NARA Job N1-207-96-2, item 3)

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Item No.	Description of Records	Disposition
4.	Competitive Grant Case Files. Headquarters and/or Field Office copies of approved competitive grant case files. Includes grantee application, review, approval, and performance documentation files.	
a.	Housing Competitive Grant Case Files for programs where the grantee has continuing obligations after closeout/settlement of the grant, including, but not limited to, Housing Development Action Grants (HODAG).	Temporary. Cut off and place in inactive file after grant closeout. Retire to Federal Records Center 1 year after grant closeout, or any time thereafter that volume warrants. Destroy 20 years after grant closeout. (NARA Job N1-207-96-2, item 4a)
b.	Flexible Subsidy Grant Case Files. Headquarters and Field Office copies of all Flexible Subsidy Grant case records.	Temporary. Cut off when both the Flexible Subsidy and mortgage loan have been paid in full. Retire to Federal Records Center 1 year after cut off. Destroy 7 years after both subsidy and loan have been paid in full. (NARA Job N1-207-96-2, item 4b)
c.	HOPE 2 Grant Case Files.	
	(1) Headquarters Copies	Temporary. Cut off upon grant approval. Retire to Washington National

Records Center 1 year
thereafter or anytime
thereafter that volume
warrants. Destroy 9

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Item No.	Description of Records	Disposition
		years after grant approval. (NARA Job N1- 207-96-2, item 4c(1))
(2)	Field Office Copies	
	(a) Implementation Grants.	Temporary. Cut off and place in inactive file after grant closeout. Retire to Federal Records Center 1 year after grant closeout, or any time thereafter that volume warrants. Destroy 15 years after grant closeout. (NARA Job N1-207-96-2, item 4c (2) (a))
	(b) Planning Grants.	Temporary. Cut off and place in inactive file after grant closeout. Retire to Federal Record Center 1 year after grant closeout, or any time thereafter that volume warrants. Destroy 6 years after grant closeout. (NARA Job N1-207-96-2, item 4c (2)(b))
d.	All other Housing Competitive Grant case files.	Temporary. Cut off and place in inactive file after grant closeout. Retire to Federal Record Center 1 year after grant closeout, or any time thereafter that volume warrants.

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Item No.	Description of Records	Disposition
		Destroy 6 years after grant closeout. (NARA Job N1-207-96-2, item 4d)
5.	Review and Processing Copies of Competitive Grant Applications. Headquarters and Field Office copies of program and technical review and processing copies of competitive grant application packages. Includes all related work papers that typically accumulate at each step in the review process.	
a.	Copies containing unique record notations not in grant case file. May include competitive ranking sheets, scores on each of the relevant selection criteria, and other information indicating the basis for HUD's decision.	Temporary. Cut off on date of award grant. Retire to Federal Record Center 1 year after cut off. Destroy 5 years and 30 days after cut off. (NARA Job N1-207-96-2, item 5a)
b.	Copies that do not contain any unique records notations.	Temporary. Destroy when no longer needed for reference, not to exceed 1 year after date of grant award. (NARA Job N1-207-96-2, item 5b)